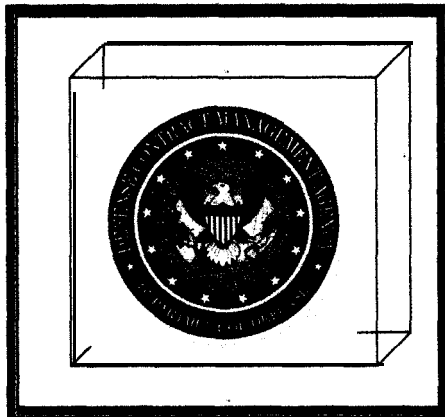


## DEFENSE CONTRACT MANAGEMENT AGENCY

### **MID-LEVEL DEVELOPMENT PROGRAM INFORMATION**



Focusing on the 21<sup>st</sup> Century

## PURPOSE

The purpose of the DCMA Mid-Level Development Program (MLDP) is to identify and develop highly talented leaders within DCMA. MLDP participants experience many opportunities for significant professional and personal growth. In addition to acquiring a wide variety of knowledge and skills needed to effectively lead an organization, participants receive broad exposure to various other functional disciplines at all hierarchical levels of the Agency.

These experiences at various levels of the organization facilitate the participants' understanding of the Big Picture and the teaming initiative of DCMA. Teaming is the key to the success of the MLDP. Participants actively embrace the team concept by participating in core sessions and rotational assignments within DCMA and the buying commands.

While some of the developmental assignments are mandatory for all participants, sufficient flexibility exists to address individual and local activity needs.

## OVERVIEW

The DCMA MLDP process begins with the issuance of a Training Opportunity Announcement. Interested employees submit their application packages to their District Training Office. Each District reviews the applications, conducts interviews and recommend employees to participate in the MLDP.

Upon selection, the MLDP participants are introduced to the District program manager and program advisor. Working with the District team, each participant drafts a Mid-Level Development Plan (MDP) which identifies all MLDP developmental activities.

The MLDP commences during the month of October with a two-week orientation in Washington, D C. During orientation, participants are briefed by HQ staff; visit various government agencies; attend a time management seminar; finalize their MDP; and network with other participants.

Throughout the year, participants encounter numerous stimulating developmental activities. These activities include both formal training and cross-training assignments.

## **FORMAL TRAINING**

The MLDP prescribes DCMA mandatory courses all participants must successfully complete while in the Program, and suggests numerous self-development courses. MLDP mandatory courses are divided into two categories.

The first category is the core training. The core training is a group of courses designed to enhance foundation leadership skills and provide a channel for participants to network, and practice developing skills in a non-threatening environment. The core training is scheduled at specific times during the year and includes the following courses: Professional Presentations; Effective Writing; Interpersonal Styles; Multiculturalism; Facilitation Techniques; Team Management; Project Management; and Leadership.

The second category of mandatory courses is DoD required courses for employees in the acquisition workforce. MLDP Participants are required to schedule and successfully complete the DoD Mandatory Level II courses for their career path.

In addition to the mandatory courses required by the MLDP, participants have an opportunity to enroll in self-development courses to enhance their skills. These courses may be non-technical courses or courses related to their specific career program.

## **CROSS-TRAINING**

Enrichment assignments are an integral part of the MLDP. The Program prescribes mandatory cross-training and optional cross-training assignments.

Mandatory cross-training assignments are designed to familiarize the participants with the organizational mainframe, including the mission, function and roles and responsibilities. Participants rotate through their District Offices; the District's Financial & Business Operations Directorate; Contract Management Offices; the Industrial Analysis Support Office; and a Buying Command.

Participants have some flexibility in scheduling "optional" cross-training assignments to other organizations, both internal and external, to gain an overall understanding of their mission, function and operations.

## **GUIDING PRINCIPLES**

Participants must be willing to follow the MLDP Guiding Principles. The principles include: fostering a supportive teaming environment that promotes mutual respect; actively listening and getting involved by capitalizing on program opportunities and challenges; valuing individual differences and contributions; and sharing information.

## **EXPECTATIONS!**

Participants must be willing and eager to fully participate in the MLDP. Expectations include embracing change, being flexible and networking. Participants are encouraged to economize. This includes utilizing VOQ's, sharing transportation, and scheduling consecutive trips to the same area. Participants who are selected are volunteers and are often required to work at night on MLDP team projects, travel on their own time, and spend four or five consecutive weeks on the road.

## **INTERESTED?**

If you are interested in broadening your knowledge and skills, networking, teaming, and traveling, this challenging and rewarding program is your key to opportunity. To apply, follow the instructions on the Training Opportunity Announcement (TOA). Questions regarding the announcement may be directed to your District training office.

## **TRAVEL/TDY**

MLDP participants spend an average of 75% of their time in various locations throughout the country. Travel varies according to formal and cross-training site locations.